

REQUEST FOR PROPOSALS

FOR
Community Development Block Grant
Administration Services

Neighborhood Revitalization Category
FFY 2010 Funding Cycle

[RFP #1-2011](#)

DUE:

4:00PM LOCAL TIME

March 23, 2011
DATE

City of Wildwood
Attention Dave Grimm
100 N. Main Street
Wildwood, FL 34785

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PART I INTRODUCTION

1.1 Intent

The City of Wildwood is seeking a grant consultant to administer an anticipated FFY 2010 CDBG Neighborhood Revitalization Grant.

1.2 Consultant Services

Proposals from qualified individuals or firms are requested for providing Grant Administration services for the following grant category.

Program Year	Program Category	Services Requested
FFY 2010	Neighborhood Revitalization	Grant Administration

The anticipated CDBG grant will not to exceed \$700,000. Also, certain federal and state requirements (such as equal employment opportunity and fair housing provisions) will apply to the contract(s) for this project.

Grant funds may be used for community improvements including public infrastructure such as street paving, drainage, sidewalks and other public facilities. Proposals for CDBG Grant Administration Services must indicate a fee for the service, with an explanation of the basis for the fee. Fees may be quoted as lump sum, percentage or hourly rate.

1.3 About the City of Wildwood

The City of Wildwood provides water, sewer, street & drainage maintenance, recreational parks, planning, zoning and law enforcement services. A five (5) member City Commission which includes a Mayor and Vice Mayor govern the City.

PART II INFORMATION REQUIRED

2.1 Submittals

Proposals for CDBG services must be clear, concise and specific. To facilitate effective

evaluation by the City, proposals shall be limited to a total of 35 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

2.2 Company Information

The Consultant shall provide the following information about their firm and any proposed subconsultants:

1. Name of firm and parent company, if any.
2. Nature of firm's principal business.
3. Name, address and telephone number of person to receive notification and to reply to City inquiries.

2.3 CDBG Experience

To be considered, the individual, management team or firm that is submitting a proposal must possess experience in the development, management and implementation of projects funded by the Community Development Block Grant (CDBG) Program.

2.4 Staff Experience

The Consultant shall provide, rather than a standard resume, only relevant experience and qualifications of each technical person who will be involved on the project, including:

1. Educational background, academic degrees, professional association.
2. Current job title, responsibilities and type of work performed.
3. Experience on projects similar to that requested in this RFP

2.5 Consultant Capability

The Consultant shall provide evidence of their firm's capability to apply and commit staff and equipment successfully to the project and to complete the required services in a timely manner.

2.6 Financial and Legal Information

The Consultant shall list all bankruptcy filings within the last ten years, and all current pending litigation involving the firm. Failure to provide full information may result in the Consultant being deemed non-responsive.

2.7 Insurance and Indemnification

Should the Consultant be invited to negotiate a contract for the work identified in this RFP, it shall have the capability of maintaining insurance and indemnification as follows to cover any claims incurred or arising as a result of the work:

- Professional Liability Insurance (not less than \$500,000 limit).
- Automobile Liability Insurance (not less than \$1,000,000 combined single limit).
- Worker's Compensation Insurance as required by Florida Statute for work performed and Employers Liability coverage with a limit of liability not less than \$100,000, if applicable.
- The Consultant shall at all times indemnify, defend, and hold harmless the City of Wildwood and their respective officers, agents and employees from any claims, damages, losses, litigation, expenses, counsel fees and compensation resulting from injury or property loss due to the negligent, willful or wanton acts or omissions of the Consultant, or anyone directly or indirectly employed by the Consultant while engaged in the performance of the work.

2.8 Submission of Grant Administration Proposals

All grant administration proposals, upon submission to the City, shall become City property. Submit five (5) copies of your firm's grant administration proposal, clearly labeled "Response to City of Wildwood's FFY 2010 CDBG RFP for Grant Administration Services" on the outside of the envelope.

To be considered, the complete grant administration proposal must be received by the City of Wildwood at 100 N. Main Street, Wildwood, FL 34785 no later than **4:00 pm**, local time, March 23, 2011. The City assumes no liability for submittals received after that time or which are labeled incorrectly.

Part III EVALUATION

3.1 Evaluative Criteria

- A. Proposals for grant administration services will be evaluated by a Proposal Review Committee. The following criteria will be used in the evaluation process:

Grant Administration

1. Successful similar Florida Small Cities CDBG Experience, 30 points.
2. Qualifications of the Project Manager, including a description of CDBG Experience, 25 points.
3. Familiarity or ability to become familiar with the project, 25 points.
4. Project Approach, 15 points
5. Price, 5 points (also provide an explanation of the basis for the fee)

Upon completion of the review, the Committee will recommend to the City Commission that the City contract with the highest ranked firm.

3.2 Format

- A. Proposals shall be formatted in the following manner:

Cover Letter and Table of Contents

Section 1: Company Information

-Provide Company Information

Section 2: Experience and Past Performance

-Describe Successful similar Small Cities CDBG Experience (30 Points)

Section 3: Staff Experience

-Describe the Qualifications of the Project Manager (25 points)

Section 4: Company Capability

-Describe Familiarity or Ability to Become Familiar with the Project (25 pts)

-Provide a Project Approach (15 points)

Section 5: Financial and Legal Information

-Provide requested financial and legal information

Section 6: Insurance, Indemnification and Public Entity Crimes

-Provide Statement regarding agreement to carry insurance coverage as specified in this RFP

-Provide a Statement that the firm or individual has not been convicted of a public entity crime and that firm or individual agrees to sign a certification to this effect prior to contracting.

Section 7: Fee (5 points)

- Indicate a fee for the service & explanation of the basis for the fee.

3.3 Special Considerations

All submittals shall be complete in all material respects and failure to provide a complete submittal may result in rejection of the response.

3.4 Statement of Public Entity Crimes

The City will not accept bids from any person or affiliate that has been placed on the convicted vendor list. In addition, any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2) (a) of Section 287.133, Florida Statutes, which reads as follows:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Fair Housing/Handicap Access/Equal Opportunity Employer